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PIN-Ops User Guide

Getting Started

Local Carriers List

Contents

Introduction

Each work location can create a **local** reference list of carriers such as aircraft and vessels, that are dealt with most frequently at that location. This list then becomes a lookup for the data field Com Carrier on the Cargo Screen and Conveyance Screen.

The main purposes for creating a list of carriers is to facilitate filling in information on data entry screens and to provide consistency in reporting out information.

Tips and Tricks

◆ Carrier records must be created after creating the main work unit and sub work units and employees, as part of the initial set up.

◆ Complete one record for each carrier. The more information filled in about a carrier reduces recording data on the Conveyance and Cargo screens.

◆ Complete one screen for a carrier called NONE to allow for cargo that arrives on private conveyances.

◆ A carrier must be added to the list in order to fill in data about it on the Conveyance and Cargo screens.

◆ Information about carriers is created by the work location. This means access to using this information is restricted to the main work unit and its sub work units and inspection points.

◆ For the maritime cargo pathway, carriers can be placed on this list for tracking purposes when the cargo is manifested by carrier.

◆ New carriers and new flight schedules can be added to the list before their schedule begins. Just deactivate the record until the flight begins. If a carrier or flight scheduled ends, just deactivate the record.

Instructions for Creating a Local Carriers List

1. From the Main Menu Screen, select Carrier under Setup Data.

Refer to Figure 1-3-15 for an illustration of the Main Menu screen.

2. Create a new record for each carrier using the Carriers screen.

Refer to **Figure 4-6-1**.

FIGURE 4-6-1: Carriers Screen

3. Fill in the **Mandatory Data Fields**.

4. Save the record by pressing Ctrl+S or selecting Action>Save.

HINT: Use the Copy Carrier Button when filling information about many carriers. Enter data for the first record. Save the record. Click the Copy Carrier button. This action crates a new record and copies the current data into it. Then for the new record, update only those data fields that are different.

HINT: The Status bar will indicate how many records have been saved.

5. The **Local Data Fields** can be filled in now or at a later time.

6. Select Record>Insert to create a new Carriers record.

7. After all the carrier records are created, log off of PIN-Ops and then log back on and check the access of the carriers list to validate that the records were created and that they are accurate.

Mandatory Data Fields

Fill in the following blue data fields to save a Carrier record.

Main Work Unit Code	Type or select the 5-letter code set up for the main work unit.
Find Work Unit Button	Press to open a list of the main work units in order to find your main work unit code.
Carrier Code	Two-letter code for airlines; Four-letter code for maritime.
Carrier Name	Type name of carrier.
Company	Select from the nationwide reference list.
	If the company does not appear in the list, press the Enter Company button. This action will open a Company screen where you add the company to the nationwide reference list.
Account Number	Automatically filled based on the Carrier data fields. There is an account number for each carrier maintained in ATS used for billing purposes. It is important when retrieving data from ATS. For maritime it is filled with an 'x' or none.
Cargo IATA Code	Type the cargo code established by the International Air Transport Association, if applicable.
Cargo Inspection Area	Type the cargo inspection area where the carrier routinely unloads cargo.
Nationality	Type or select the 3-letter code for the carrier's nationality.
Activated	Defaults to yes. Deselect the check to deactivate the record.

NOTICE   Deactivating a record will prevent it from being included in reporting, but will not delete it from the database.

HINT: When a record is created for a new carrier that has not yet begun their flights, enter information and deactivate the records until their flights begin. Then, activate the record when their flights begin.

HINT: When a carrier no longer arrives at the work location, deactivate the record.

Arrival Schedules

The mandatory fields are required only if an arrival or flight number is being created for a carrier.

Arrival or Flight Num

For each carrier, one or more arrival schedule may be filled. This list is optional depending on the needs of the work location.

HINT: Add flight 000 for each carrier to allow for diverted or unscheduled flights. This action will allow PIN-Ops to fill in carrier data from this list on to the Conveyance screen.

Pay Type

Type or select the pay type code that represents the time under which the carrier is inspected.

Pay Type:	Pay Type Code:
Overtime	GOT
Regular time	REG
Reimbursable overtime	ROT

Nationality

Type or lookup the 3-letter code for the carrier's nationality.

Risk

Type or select the risk level locally established for each carrier.

Risk Level:	Risk Code:
High	HIGH
Low	LOW
Medium	MEDIUM

Local Data Fields
Fill in the local data fields for regional, state, and local needs.

Type

ACS/AMS

Check the box for Yes if the carrier is identified using the ACS/AMS system to let users know they need to release the carrier in the ACS/AMS system; leave the box blank for No.

Arrival Schedules	Following are the optional data fields under arrival schedules.
Carrier Type	Type or select the type of carrier.
ETA	Type estimated time of arrival following the 24-hour format, i.e., type 1630 for 4:30 pm.
Terminal	Type terminal where carrier arrives.
City	Type city where carrier arrives, for local use.
Deferred List	Check the box for Yes; leave the box blank for No.
Itinerary	
Log Number	Type log number for carrier **[For maritime use only].**
Activated	Defaults to yes. Deselect the check to deactivate the record.
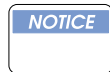
NOTICE	Deactivating a record will prevent it from being included in reporting, but will not delete it from the database.

HINT: When a record is created for a new carrier that has not yet begun their flights, enter information and deactivate the records until their flights begin. Then, activate the record when their flights begin. When a carrier eliminates a flight schedule, only deactivate the specific arrival schedule record.

Copy Flight Button	Generates a new arrival schedule record that will contain the current record's information, which will only require updating those data fields that are different. Use when filling in data for conveyances such as aircraft with many arrival schedules, in order to save time entering similar information.
Navigational Buttons	Scrolls the list of flights if the list goes beyond the screen: First Record, Page Up, Page Down, Last Record.